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INSTRUCTION NO.
LI 40-140-3

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LI 40-140-3
SERVICES
23 June 1955

SUBJECT : Printing Services

REFERENCES: LI 40-140-1, LI 40-140-2, LI 43-100-1, and [REDACTED]

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1. GENERAL

This instruction sets forth the procedure required for obtaining printing services, including the printing of forms for stock replenishment, through the Printing Services Division.

2. BACKGROUND

Effective 1 July 1955, the Printing Services Division will procure or approve for procurement, all printing including that which is procured from the Government Printing Office. Also effective 1 July 1955, all requests for printing services will be routed to a central receiving point operated by the Printing Services Division located at 1016 K Building. Requests for printing services will be routed from this central point to the most suitable producing plant, to the Government Printing Office or to Procurement Division for commercial procurement, as each individual case may warrant.

3. SUBMISSION OF REQUESTS FOR PRINTING SERVICES

a. Printing Services Other Than for Printed Forms

Reproduction Requisition, Form 36-2 (to be redesignated Form No. 70), will be numbered in accordance with the procedure contained in LI 40-140-1 and submitted to the central receiving point established in paragraph 2 above. [REDACTED] Printing and Reproduction Handbook, explains technical terms and provides guidance in the selection of the printing and reproduction process which will most nearly satisfy the requirement. While requisitioning offices are encouraged to indicate the desired reproduction process on the requisition, the Printing Services Division has the final responsibility for selection of process, format, and the facility where the work will be done. Any process or format change will be cleared with the requesting office.

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b. Printing of Office of Logistics Forms

Requests for new, revised, or reprint orders for forms or form letters which are of primary interest to, initiated by, or for sole consumption of the Office of Logistics will be submitted in accordance with the procedure contained in LI 43-100-1.

c. Printing of Forms for Stock Replenishment or Overseas Use

- (1) When requesting stock replenishment of forms, Stock Management, Supply Division, will initiate a Reproduction Requisition. Form No. 36-2, for each form to be printed in Agency facilities. When it has been determined that the form is to be printed at GPO or procured commercially, Form No. 88 will be prepared by the Supply Division, assigned a SCS (Stock Control Section) number, and submitted to the Printing Services Division through the Records Management Division, Management Staff.
- (2) Depot Stock Control Section, Supply Division, when receiving a request for forms to be printed, will submit Form 36-2, Reproduction Requisition, along with five copies of the Form No. 88 which have been assigned a voucher number, to the Printing Services Division through the Records Management Division, Management Staff.
- (3) Where printing is to be accomplished at GPO, the Printing Services Division will prepare a Standard Form 1 requesting the work be processed or that a waiver be granted for commercial procurement.
- (4) When a waiver is granted, it will be forwarded with a request and four copies of Form No. 88 to Procurement Division for action.
- (5) One copy of Form No. 88 will be returned to Supply Division, Depot Stock Control Section, indicating action has been transferred to Procurement Division.
- (6) Requests for procurement of Standard Forms will be prepared on Form No. 88 and forwarded to Procurement Division through Depot Stock Control Section, Supply Division.

4. EXCEPTIONS

Exception to the routing of work to the central receiving point may be authorized by the Chief, Printing Services Division. The following exceptions are in effect at the present time:

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- a. Requests originating in OCI where processing will be accomplished in the Printing Services Plant No. 1 located in Que Building.
- b. Requests relative to the "Batch System" originating in OCD where printing will be accomplished in the Printing Unit located in the building at [REDACTED]
- 25X1A6a
- 25X1A7b c. Requests from [REDACTED] requesting the printing of [REDACTED] daily publications.
- 25X1A7b

FOR THE DIRECTOR OF LOGISTICS:

25X1A9a

[REDACTED]
Chief, Administrative Staff

OL/PSD/ AB:sjv (23 June 1955)

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